

Kansas City Athenaeum Club House Building Use Rules

1. The non-refundable rental fee of \$ _____ must be paid at contract signing to reserve a specific date. The \$ _____ damage deposit must be paid no less than 30 days prior to the event date. The event will not be held at the Kansas City Athenaeum if all fees have not been paid.
2. If the event is cancelled by the renter within 10 days before the event, only the damage fee is refundable.
3. All activities must be confined to the areas of the Athenaeum Club House specified in the contract. Time on the property, including set-up, tear-down, and clean-up, etc. is limited to the rental time specified in the contract unless prior arrangements are made. Additional time may be scheduled if available and is subject to additional fees.
4. No Rental events will be scheduled between midnight and 8 am. All activities associated with the event must be completed by 1:00 am, including clean-up after the event.
5. No loitering in or around the building before or after the specified event rental times.
6. The Athenaeum Club House and/or its members are not responsible for lost, stolen or damaged articles.
7. The Athenaeum is rented for PRIVATE PARTIES only. Tickets cannot be pre-sold for the event or sold at the door for the event.
8. The Renter(s) (Contracting Party) is the responsible party. The Renter:
 - a. Must be at least 25 years of age;

- b. Is responsible for the behavior of all attendees and any items brought on to the Athenaeum property;
 - c. Is responsible for compensation of any damage to the building and/or its contents. (Any damage, loss or vandalism, will result in forfeiture of the damage deposit, cost of the repair(s) and possible prosecution and all fees associated with any legal action.)
 - d. Is responsible for collecting and removing all trash and seeing that the building and the premises are left in their original condition. (The Athenaeum, its members or the event coordinator, is not responsible for the clean-up or trash removal.)
 - e. Must obtain all appropriate permits/certificates for the event, including but not limited to:
 - Liquor permits from the Kansas City Liquor Control Board (if there is to be a cash bar and is not supplied by the caterer)
 - Dance permit from the Kansas City Liquor and Amusement Control,
 - Liability insurance certificate for a valet service and or caterer (if one is used)
10. No smoking is allowed inside the building.
11. No tape, adhesive, tacks, nails etc. may be used in decorating. Rules for care of the floors, walls, and woodwork must be followed.
12. Parking is allowed only in legal spaces and as stated in the rental contract.
13. Music/entertainment must be contained so as not to present a nuisance to the neighborhood or cause extraordinary vibrations in the building. (Renters/Users are

expected to abide by the Kansas City Noise Control Ordinance which states that “between the hours of 10:00PM and 7:00AM the sound level shall not exceed 55 decibels and at other times not to exceed 60 decibels.” The Kansas City Athenaeum manager may require the Renter/User to reduce the noise to an appropriate level. All sounds must be contained within the building. Music in the building must be turned off by 11:00PM.)

14. The use of candles in the building is permitted only if contained in glass or water style containers.
15. Rice, confetti (glitter or acrylic) is prohibited inside the building.
16. No KEG beer is allowed. All ice and bottled drinks must be contained in insulated chest containers.
(The Kansas City Athenaeum does not have a Liquor License. In certain events where liquor is to be sold, all permits and insurance requirements must be provided to the Kansas City Athenaeum no later than 30 days prior to the event. Alcoholic beverages may not be provided to minor children. Renters/Users are solely responsible for obtaining, complying with and understanding all liquor laws. Renters/Users are responsible for the sobriety of their guests.)
17. Licensed caterers are permitted and must supply the Athenaeum with Certificates of Insurance/Liability and a Catering Service Permit within 30 days of the event.
18. The Renter/User shall instruct the caterer to provide all personnel, food, drinks, linens, tableware and any other extras. Personnel for setting up, taking down, and cleanup shall be provided by the Renter and/or contracted caterer. The Kansas City Athenaeum does not provide setup or cleanup services.
19. Any time beyond the time in the Rental Contract required for cleanup following the event will be

deducted from the damage deposit at the rate of \$100.00 per hour. It is the Users responsibility to inform all parties involved in the set-up, clean-up and tear down for the event understand and comply with all the rules and directions as set forth by the Kansas City Athenaeum.

20. All deliveries must be coordinated with the Event Facilitator.
21. Absolutely no fighting, no weapons or firearms, no illegal drugs are permitted on the Athenaeum property.
22. No alcohol may be consumed outside the building under any circumstances.
23. The Event Facilitator is authorized to terminate the event and require all parties to vacate the Athenaeum property immediately if the building usage rules are violated.
24. The Kansas City Athenaeum reserves the right to terminate any User Agreement for failure to adhere to any Policies and Rules. In addition, The Kansas City Athenaeum reserves the right to cancel the agreement with a sixty day written notice in the event actions take place that prevent occupancy.